

Payroll

A **payroll**, in this case, refers to **wage payment** for employees. Since each employee can receive a wage at a different rate, all wage payments need to be recorded by the manager of a branch. Each wage payment will be calculated based on the actual daily working hours in each week. An individualized wage payment rate will multiply the total working hour of each week to get the final amount of money. Each employee can query to get a report of their payrolls to ensure the transparency of the payroll.

Financial Transaction

A **financial transaction** refers to a monetary transaction related to the business. This can include transactions caused by a wage payment, a customer payment, or any other spending made by a branch such as purchasing. An accountant in each branch is responsible to review each financial transaction to ensure integrity. Details such as description, transaction direction (e.g. inbound or outbound), amount, record created time, transaction time, record last modified time, status, and category (e.g. Deposit or Return) will be recorded for each transaction.

Maintenance

Maintenance refers to a task carried out by an external mechanic or an employee to repair an object or a property of a branch that is **damaged**. Any employee can request for maintenance for any object. Moreover, recording maintenance task helps branch managers and employees to keep track of tasks that sometimes take an extensive amount of time to finish. Each maintenance will be recorded in terms of record creation time, maintenance starting time, finished time, last modified time, description, category, and the requestor. Please also note that if property damage is done by a customer and the damage is severe, the customer will be charged for the damage.

Purchasing

In order for a branch to operate normally, it relies on external products such as washing powder, floor wax, etc.; as a consequence, **purchasing** becomes a regular task. Each instance of purchasing will be recorded in terms of **vendor**, status, type, created time, approval time, rejected time. The level of details of each purchasing will be each **purchasing line** which **includes only one product or supply**. Before any purchase can take place, it must be approved by either a branch manager or an accountant. Multiple employees can participate in purchasing if asked by a manager.